



The Crane Industry Council of Australia

## **CICA Website Privacy Policy**

This privacy policy sets out how The Crane Industry Council of Australia (CICA) uses and protects an information that you give CICA when you use this website.

CICA is committed to ensuring that your privacy is protected. Should CICA ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

CICA may change this policy from time to time by updating this page. Users should check this page regularly to ensure that you are aware of any changes. This policy is effective from 1<sup>st</sup> June 2011.

### **Information Collected**

CICA may collect the following information online:

- Company Name
- Contact Name
- Contact Information including phone, fax, email and website
- ABN Number

### **Use Of Information**

Information collected is used only for the purpose for which it was submitted which may include product orders and membership applications. Copies of correspondence sent from the website, that may contain your personal information, are stored as archives for record keeping and back-up purposes only. CICA does not disclose any information collected to any third parties.

### **Security**

CICA strives to ensure the security, integrity and privacy of any personal and business information submitted to our site. We will endeavour to take all reasonable steps to protect the information you may transmit to us or that is collected from our online products and services, however no data transmission over the internet can be guaranteed to be totally secure.

### **Links To Other Websites**

The CICA website contains links to other websites of interest. Once you have used these links to leave our site, you should note that CICA no responsibility for the protection and privacy of any information which you provide whilst visiting such sites and this privacy policy will not be applicable on those sites.

### **Controlling Your Information**

Information collected about you is retained only for our accounting records. If you believe any information that we are holding is incorrect or incomplete, please write to or email us at the above address.